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SECURITY INFORMATION

00-53-075

AIR

Document No. 4
Mo. 6-10-78
By: 35
6-10-78

AUG 21 1953

Chief, [REDACTED]

Assistant Director for Communications

Administrative
Supply

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25X1A9A
25X1A6A

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1. This is to advise you that on or about 15 September 1953 a team of Logistic Personnel under the jurisdiction of [REDACTED] will leave Headquarters for [REDACTED] for the purpose of conducting a physical inventory of all KUBARK property including KUGLUB; instructing supply personnel regarding the new KUBARK supply regulations and procedures; and establishing appropriate accountability records and supply reporting procedures. Two individuals familiar with supply and communication requirements, [REDACTED] from this office will accompany this party for the purpose of assisting in the communication portion of this program.

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25X1A6A

2. Basically this program is in accordance with that discussed by you with [REDACTED] when you were at Headquarters during May of this year as well as during the recent visit by Headquarters Supply Personnel to [REDACTED]. It is my desire that KUGLUB activities support this overall KUBARK program to the extent indicated in the following paragraph and I shall appreciate it if you would personally see to it that all assistance is given to [REDACTED] and the remainder of the team to assure the satisfactory and prompt completion of this project.

25X1A9A

3. The extent to which KUGLUB will enter into and support this "Theater" KUBARK supply and logistic program is as follows:

a. If you believe it is feasible and desirable, I will agree to the establishment of a single accountable officer for the KUBARK supply activity under the [REDACTED] Mission and to the designation of the [REDACTED] warehouse as a Section of the overall Mission Supply Depot.

25X1A6A

b. You will retain the responsibility and authority for approving and disapproving the issue of all communication equipment and property to KUBARK activities within the area of your jurisdiction.

ADCO

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c. You will be responsible for the requisitioning of all communication equipment and supplies from local sources and Headquarters in an efficient manner to be determined between yourself and the Mission Supply Activity. In this regard all requisitions for communication supplies addressed to Headquarters are to be sent by existing KUCLOB channels directly to my Office.

d. It is understood that the KUBARK "Theater" Supply Organization which will be established at this time will be responsible for maintaining theater accountability and submitting to Headquarters periodic inventories of expendable and non-expendable stock items as well as "in-use" and "installed" property reports. It is my understanding that these reports concerning communication property will be compiled by the "Theater" Supply Organization from copies of appropriate routine supply transaction documents which your supply personnel will be required to prepare and maintain under the new field supply procedures. These new procedures are fundamentally the same as those under which you are now operating.

e. It will not be necessary for your personnel to perform the clerical work of compiling and consolidating the information if you forward the necessary copies of documents to the Theater Supply Organization. It is my express desire that KUCLOB field supply activities do not become burdened with undue clerical work and if possible detailed clerical work which is now performed by your supply personnel should be turned over to the theater supply activity if it will assist you in any manner. However, it is necessary that appropriate supply documents be prepared for all communication supply activity in accordance with the new KUBARK supply procedures and that your supply unit keep such records as are required for efficient operation.

f. Because KUBARK is now establishing an overall supply program for the eventual unification of supply within [] it is requested that you advise my Office of discrepancies and shortages which are encountered in the routine supply of administrative property which in your opinion should be brought to the attention of appropriate authorities in Headquarters in an effort to improve the program.

4. It has been indicated to me that KUBARK supply personnel realize the KUCLOB field supply system in [] is operating satisfactorily and as a consequence they have no desire to disturb the existing arrangement. It is desirable however that an integrated KUBARK supply organization be established for the purpose of centralized accountability and property reporting activities which entail considerable clerical work and which should not be the responsibility of a KUCLOB Activity under the administrative jurisdiction of a Senior Representative.

5. As stated previously [] will accompany this supply team for the purpose of assisting in any way to familiarize your personnel with the new supply program and in performing your inventory. In addition the individual who is being assigned as your supply officer is being processed for de-

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posture approximately 15 September 1953. This individual has had several years experience at Headquarters in maintaining property records and performing a Headquarters supply duty.

6. I would like to suggest that if you have any specific problems or suggestions regarding the system and how it affects KUCLOB activities in your area after the team arrives, that you and [REDACTED] discuss them with [REDACTED] who, I feel sure, will give them full consideration with due respect to KUCLOB interests.

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NDP/c/RSD/cjm (19 Aug 53)

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